

Consolidated Application Training

SD Department of Education

April 2008

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Agenda Topics

- Introduction
- Complaint Policy
- Fiscal Update
- Assessment and Accountability Reports
- Consolidated Application Process
- LEA Responsibilities
- eGrant Difficulties
- Compliance Issues
- Future Trainings

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Complaint Policy/Procedure

District's must have a complaint policy and procedure.
(Question #7 in the General Narrative Section of the Consolidated Application.

Components of the Policy

- The policy must state that this policy and procedure may be used to make complaints about the implementation of federal programs.
- The policy must state how the district will process the complaint – the chain the complaint will follow from level to level.
- The policy must state that a district decision may be appealed to the SD Department of Education (complaints about implementation of federal programs only).
- Date the policy was adopted by the school board.

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- Complaints may be made by students, parents, teachers, or stakeholders.
- Postings of the policy must include any required form.

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- The policy must be available to students and parents and also be made available to the general public.
 - Handbooks
 - Website
 - Newsletters
 - Notes in the newsletters or handbooks that the policy is posted on the website.

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What must be included in your Consolidated Application Explanation

- *Your answer must include the following:*
 - *State that the policy addresses complaints about the implementation of federal programs;*
 - *A description of the policy; and*
 - *An explanation of how this policy and any accompanying form is disseminated to students, parents and stakeholders.*

General Narrative Question #7

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Not Acceptable Complaint Policies

- -Student Grievance and Due Process
- -Teacher Grievance
- -Non-Discrimination Policies under Title IX,
 - Rehabilitation Act Section 504, or Americans with Disabilities Act

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Complaint Policy and Title I Part C – Homeless Education

- New for SD Districts in 2007-2008
- Every district is required to have certain policies pertaining to the education of children experiencing homelessness.

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Dispute/Complaint Resolution

- Each district must have in place a policy and procedure for resolving disputes/ complaints arising from district decisions pertaining to....
- enrollment,
- transportation (including inter-district disputes),

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Dispute/Complaint Resolution

- school of origin
- other barriers to the education of children and youth experiencing homelessness
- Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office.

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- The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Students should be provided with all services for which they are eligible while disputes are resolved.

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You may combine the district complaint policy/procedure with the dispute resolution policy/procedure pertaining to students experiencing homelessness.

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DOE Sample Policy

<http://doe.sd.gov/oess/title/1Abasic/complaintpolicy.asp>

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to resolve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

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DOE Sample Policy

<http://doe.sd.gov/oess/title/1Abasic/complaintpolicy.asp>

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

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Policy on Services Title I Part C – Homeless Education

- New for SD Districts in 2007-2008
- The district adopt a policy that would ensure immediate enrollment, school of origin/best interest of the student, transportation, elimination of stigmatization or segregated services and elimination of other identified barriers for homeless children and youth. (sample located at <http://www.doe.sd.gov/oess/title/homeless/policieessampledocs.asp>)¹⁵

Fiscal Update

Rob Huffman

Fiscal

- Email when allocations are completed
- Title I allocations
- Use of funds in Title V program
- REAP eligibility
- RLIS
- Fiscal Training at a later date -- use of funds, supplement not supplant, comparability, maintenance of effort, school level accounting, time distribution, inventory, websites for fiscal guidance

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Assessment Reports

- <https://sis.ddncampus.net:8081/nclbAllAssessed/indexAllAssessment.html>
- District, Each school (as reported on the SD Ed Directory), Subgroups
- Reading, Math, and **SCIENCE**
- Participation rate
- Dissemination

General Narrative Question #2

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Accountability Reports

- <https://sis.ddncampus.net:8081/nclb/index.html>
- District, Each school (as reported on the SD Ed Directory), Subgroups
- Participation rate, graduation and attendance rates
- Teacher quality info, AYP, SI, DI
- Dissemination

General Narrative Question #3

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Report Template

- <http://doe.sd.gov/oess/title/1Abasic/docs/Report%20Template.xls>
- Combines both assessment and accountability information
- Concise, one page for district and each school
- Reading, Math, Science
- Most information displayed but must also print colored copies of full reports and post
- Dissemination

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Consolidated Application

- Narrative Questions
 - Can be used as a hard copy for taking notes during consolidated application committee meetings
 - Use as a Word document to type in answers for new questions
- Italicized blue text
 - Expectation, check list
- Changes in red ink
 - Clarifications
 - New questions
- Added citations

Answers, including the goals and objectives section have successfully rolled over from last year. Review, revise if necessary considering the expectations expressed in the blue italicized text. Answer new questions.

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Consolidated Application

- Sample District
 - DOE staff are working to complete the application
 - Will be provided as a PDF document
- Program representative assignments
 - <http://doe.sd.gov/ofm/grants/LEAapp/index.asp>
 - If you get voice mail when a call is made, you can either leave a message or dial 0 and secretary will redirect call to any program rep in order to get answer to question right away.
 - Emails work well. Use email through egrant system when possible as a log is created to track correspondence.

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Process for review

- Program rep reads all narrative sections (except for Title II A, IID, and IV)
- NCLB Team Leader reads all sections
- The two confer
- Program rep sends out request for revisions to district
- District responds and program rep recommends app for approval if all revisions are satisfactorily made
- IIA, IID, and IV staff review and recommend approval
- NCLB Team Leader approves narrative section and alerts Fiscal staff of readiness to review budgets
- Grants Management director gives final approval to application

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LEA Responsibilities

- Required Contacts
 - Log in and passwords
 - Firewall
 - Pop up blockers
 - Coding FRL status in SIMS correctly
 - CANS
 - SIMS
 - Consolidated application
- } Should be very similar data

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eGrant Difficulties

- Assessment and Accountability
- Needs Assessment
- Reporting all information in school selection
- District set-asides
- HQT, QP
- Accurate and detailed description of targeted assistance services
- REAP budget and narrative match

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Administration of ESEA

- Timelines for Federal Programs
<http://doe.sd.gov/title/index.asp>
- Task List
<http://doe.sd.gov/title/>

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Compliance Issues

- Assessment and Accountability Reports
- Complaint Policy
- Parents Right to Know, 1119 Assurance statement, HQT, QP, paras under the direct supervision of teacher, PRF
- Process to determine eligible Title I students
- Parent Involvement Policy, Compact, Annual Meeting
- Coordination and Transition Plan

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Compliance Issues

- Schoolwide plans
- Non-Public Schools
 - Consultation
 - Equitable Share
 - Public control of funds

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Compliance Issues

- Fiscal
 - school level accounting
 - time distribution records
 - inventory
 - allocation of resources to schools as indicated in consolidated app
 - Supplement not supplant

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Additional Trainings

- Private Schools – May 1, 2:00 – 3:30
- Needs Assessment – May 2, 11:30 – 12:30
- Title I part A – May 5, 8:30 – 10:00
- Schoolwide – May 6, afternoon
- Targeted Assistance -- May 8, 9:00 – 10:00
- Fiscal – May 8, 1:30 – 3:00
- Schoolwide – May 12, afternoon
- Parental Involvement

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